

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, November 2, 2011

Time: 9:00 am – 12:00 Noon

Members present: Charlotte Fugett, Campus President; Lorraine Morales, VP of Instruction; Nancee Sorenson, VP of Student Development; John Gillis, Division Dean; Daniel Soza, Campus Director of Administrative Services; Terry Hawkins, Advanced Program Manager; Lesley Johnston, Administrative Support to Campus President.

Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Pathways Dialogue 	Decide on format	John Carroll to facilitate dialogue	All Campus Meeting to be scheduled on a Wednesday afternoon after Thanksgiving Holiday
<ul style="list-style-type: none"> • After Hours Phone Duty Roster - Spring2012 	Scheduling/Format	Update/information only	L. Norwood to provide a revised schedule for review
<ul style="list-style-type: none"> • ETS (Educational Testing Services) – Research at the Campus 	Information sharing/Participation	Logistics and Scheduling Issues for ETS research study	Research studies scheduled for Saturday Nov 12 & 19
<ul style="list-style-type: none"> • Entry of Course Fees / Summary of Student Fees 	Information sharing/update	EC has no additional course fees at this time	L. Morales to request a debrief on process
<ul style="list-style-type: none"> • Meet & Confer – Major Issues 	Gather information to send to HR		J. Gillis to forward info to C. Fugett. C. Fugett to forward to HR
<ul style="list-style-type: none"> • UA Transfer Student Center – Tour 	Information sharing		N. Sorenson to designate an area for Skype
<ul style="list-style-type: none"> • Holiday Decorations 	Information sharing		Celebrate the Spirit of the Season with Wall of Reflection
<ul style="list-style-type: none"> • Campus Watch Expectations 	Information sharing/update		N. Sorenson to arrange training through DPS for student employees. Invite will be extended to Clements Center by Terry Hawkins

